Chapter 1 Concepts

OVERVIEW

Contract Change
Header Table   The purposes of the contract change header table are:

- To provide a reference point for processing of contract changes within AGPS

- To provide the user with the capability to add and maintain contract change header table records

- To provide a parent record for processing of related contract change text

- To provide a reference point for inquiry of contract change data, i.e., contract number being changed, change number, etc.

Contract Change
Text Table   The purposes of the contract change text table are:

- To provide the user with the capability to add and maintain contract change text for an existing contract change record

- To provide a reference point for processing of contract change text for print of a contract change

Contract Line
Price Change
Process   The purposes of the contract line price change process are:

- To provide the user with the capability to change pricing on contract lines in mass with exercise of an option

- To provide the user with the capability to change pricing of an individual contract line based on an effective date

Terminology   The following terms are used throughout this unit:

Change Text. This term is used to refer to the text entered with the KCTX screen used to explain the purpose/reason of a contract change.

Change Type. This term is used to refer to a code used to identify the type of contract change being processed for the referenced contract number.

Key Concepts

Overview

A contract change is another of the key fundamental components of the purchasing process. Contract change processing is that part of AGPS where the buyer modifies a valid contract. Contract changes may be issued to add lines to or remove lines from the contract, administratively correct the contract, or cancel the contract. The contract change doesn't actually update the contract database like the order change does. This must be accomplished in AGPS using other contract actions.

Contract Change
Components

Each contract change is composed of three major components including contract change header, contract change text, and contract line price change. The contract change header is used to add and maintain header records, and print and cancel contract changes. The contract change text provides the capability to add and maintain contract change text. The contract line price change process is used to change prices on individual contract lines or in mass with the exercise of an option.

Contract ChangeApprovals   As a contract change is created in AGPS, approvals are automatically created from predetermined approver tables. Additional approvals may be added by the purchasing agency. All approvals must be obtained or cancelled so that the contract change can proceed to the next step in the process.

Contract Change
Status

The contract change status code tells AGPS when to perform a task. After the task is performed, AGPS will indicate if the task was performed or not. The purchasing agency or buyer must set the status code for AGPS to process the contract change to the next step. When status codes are changed, AGPS creates a history record for each of the status code changes to show the contract change number, status code, and USERID making the change and date and time change was made.

Management

The AGPS contract change process provides excellent management tools to determine the status and history of each contract change.

Discussion of Transactions

Contract Change Header Table (KCHG)

The contract header table screen is used to add and maintain all required contract change header table records. This screen is also used to cancel and print contract changes by status code change.

Contract Change Text Table (KCTX)

The contract change text table screens are provided to add and maintain contract change text for an existing contract change record and to provide a reference point for processing of contract change text for print of a contract change.

Contract Line Price Change Process (KLPC/KON3)

The contract line price change process involves the use of two separate screens based on the desired price change method to be used. The KLPC screen is used for entry and maintenance of individual contract line pricing changes. The KON3 screen is used for mass contract line pricing changes. When the KON3 screen is used and an option is exercised, all contract line pricing is adjusted by the option period adjustment percentage referenced on the KON3 screen.